



Quality and Productivity Commission

PRODUCTIVITY INVESTMENT FUND - OVERVIEW

SUSAN LINSCHOTEN, CHAIR

ARMAN DEPANIAN, CO-CHAIR

**PRODUCTIVITY INVESTMENT BOARD (PIB)
ADVISORY COMMITTEE**

Wednesday, February 16, 2022

PIF Background



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The Los Angeles County Board of Supervisors set up the fund to:

- ▶ Promote innovation
- ▶ Support creativity
- ▶ Improve efficiency and effectiveness in all aspects of County service

PIF Background

The PIF was not intended to:

- ▶ Make or change County policy
- ▶ Fund projects disapproved by the Board
- ▶ Replace or augment day-to-day operating budgets
- ▶ Supplement projects that have been funded through the normal budget process

Eligibility

- ▶ Los Angeles County Departments are eligible
- ▶ Departments may partner with non-County related agencies, but must be the lead
- ▶ The awards are available for individual projects that improve productivity and quality, but for which funds are not available

Types of Funding

- ▶ Loan
 - Payback is 36 months unless otherwise agreed
 - Interest is based on the County's treasury pool at the time of the loan, plus 0.5 percent
- ▶ Grant
- ▶ Loan/Grant combination
- ▶ Recoverable Grant

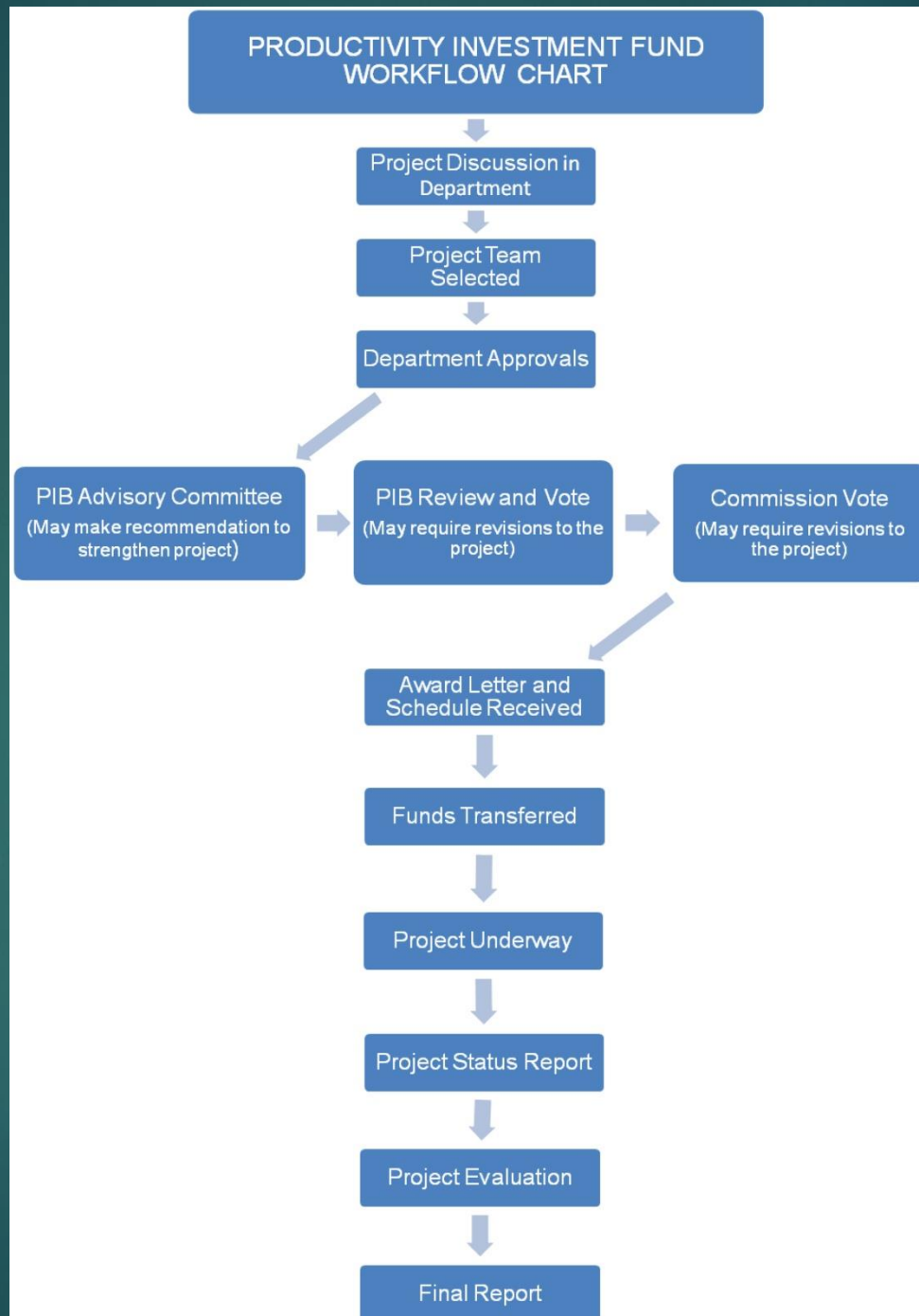


PIF Workflow

Project discussion in department

- ▶ Project team
- ▶ Department approvals
- ▶ Application
- ▶ Performance Measures
- ▶ Signatures





PIF Application

Before submitting an application, be sure to check the following:

- Ensure the title of your project is not too long
- Explain briefly and concisely what the funds will be used for, i.e., hiring a consultant, buying a motor vehicle, software, etc. Too often, the application focuses only on the results and are not clear on WHAT the funding will pay for
- **Do not name the consultant/vendor in your application**

County of Los Angeles Countywide Franchising Commission PRODUCTIVITY INVESTMENT FUND PROPOSAL (Please submit the proposal with a cover letter signed by the department head)	
Department:	Task Number, Budget's, etc.:
Project Name:	
PURPOSE OF FUNDING (in words, describe how the PIF funding will be used)	
SUMMARY OF PROJECT (includes, benefits, job words, describe benefits and estimate multi-departmental or cross-agency allocation)	
AVAILABILITY/CONFIRMANCE/REQUIREMENTS: This section describes what services, outcomes, will be achieved and how the funding will enhance quality service productivity.	

PIB Advisory Committee

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Peer Review

- ▶ Chair – Susan Linschoten, Auditor-Controller
- ▶ Co-Chair - Arman Depanian, DCFS
- ▶ Additional members include representatives from the CEO, CIO, WDACS, Regional Planning, ISD, DHR, BOS, and QPC Staff
- ▶ Department presents the project to the Committee
- ▶ Committee makes recommendations to strengthen the project

Productivity Investment Board (PIB)



Consists of:

- Chair – Commissioner Ed McIntyre
- Eight Commissioner members, including the Chair, and one alternate
- Note: The Chair or Co-Chair of the PIB Advisory Committee will voice the Committee's recommendations at the PIB meeting
- ▶ Department presents project to the PIB (strongly encourage department head to attend)
- ▶ PIB may require additions or changes to the project
- ▶ PIB makes funding recommendations to the full Commission

Full Commission

- ▶ A Commissioner from the PIB will present the department's proposal at the full Commission meeting
- ▶ The department must be there to answer questions
- ▶ The department head **must** attend the full Commission meeting
- ▶ The full Commission votes on the project

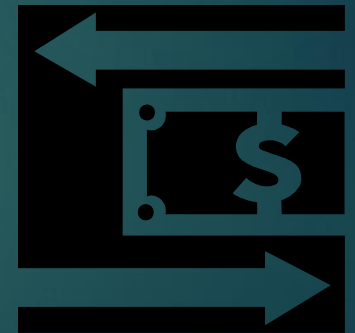


Award Letter and Schedule

- ▶ QPC staff will send (digitally) an award letter and schedule
- ▶ Key players must sign the agreement:
 - Department Head
 - Productivity Manager
 - Project Manager
 - Finance/Budget Representative
 - Original Signatures Required

Access Funds

- ▶ Your budget section should include the anticipated transfer of funds in the annual budget or obtain a Budget Adjustment (BA)
- ▶ To withdraw, send a request for withdrawal to the BOS Executive Office, including
 - Budget Adjustment
 - Withdrawal schedule
 - Amount of withdrawal
 - Account information for receiving account



Reporting and Evaluation

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All PIF projects must report to the Commission:

- ▶ Annual Reports (due January 30)
- ▶ Final Reports (due only when the funds have been completely withdrawn and loan paid, and evaluation measures are complete)

Project Evaluation

- ▶ Develop metrics early
- ▶ Both the annual and final reports include sections on cost benefits

Productivity Manager

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Remember – the Productivity Manager is a key player in coordinating PIF projects!

